

# Submission and judging guidelines



## Water Minister's climate innovation challenge

water innovation for a  
climate resilient future



July 2023



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## What is the Water Minister's Climate Innovation Challenge?

The Water Minister's Climate Innovation Challenge (the Challenge) is a collaboration between the Department of Energy, Environment and Climate Action (DEECA), the Intelligent Water Networks (IWN) and the Minister for Water to deliver Action 10.3 of Water for Victoria to promote innovation within the water sector.

The Challenge is an annual competition for all Victorian water corporations and provides a structured way to drive innovation, adaptation and collaboration on key climate challenges facing the sector.

The Challenge will incentivise individual water corporations to explore and invest in climate innovation while continuing to deliver essential water services to Victorians.

## Why is the Water Minister's Climate Innovation Challenge necessary?

Climate change is already impacting upon Victoria's water security and amplifying the risks our water sector is facing from more likely, more intense, more frequent, and overlapping emergency events. It is expected that climate change will continue to impact the sector in the future, and that the impacts are likely to become more severe over time.

## What are the objectives of the Challenge?

*The Water Minister's Climate Innovation Challenge aims to facilitate investment in climate innovation to generate sector-wide transformational outcomes and inspire further climate actions.*

The primary goal of the Challenge is to generate sector-wide transformational outcomes and inspire further climate actions more widely. By funding innovations that bring about real climate action and sharing the approaches, outcomes and key learnings, the whole sector and the communities we serve will benefit from the Challenge. This enables the water sector to collectively accelerate climate action opportunities.

The Challenge aims to:

- Promote and recognise innovation within the water sector.
- Increase the resilience of the water cycle by supporting the sector to harness new opportunities that may arise through effective climate action while delivering essential water services to the environment and the Victorian community.
- Reduce barriers for the Victorian water sector to explore and implement innovative solutions to climate change challenges.
- Support collaboration and capacity building within the sector.
- Share key learnings and generate sector-wide transformational outcomes while inspiring climate action within the Victorian water sector and beyond.

The Challenge also provides a Leadership practice field for the development of the sector's emerging leaders to drive innovation and transformation within their organisations and across the sector.

## What prizes are available?

The prize pool for the 2023 Challenge is \$85,000. The prize pool may be awarded to one or more submissions based on merit assessed by the Judging Panel using the assessment criteria.

If no suitable submissions are received, the prize may not be awarded in this round. Any unallocated prize money will be retained for later rounds of the Challenge.

## Who is eligible to enter the Challenge?

The Challenge is open to all Victorian Water Corporations. Submissions will not be accepted from any other organisation or individual. Collaborative submissions are encouraged provided the submission is led by a Victorian Water Corporation.

## What is the submission process?

Submissions to the Challenge are made by completing the submission form at the website [climateinnovationchallenge.org.au](http://climateinnovationchallenge.org.au)

Supporting documents must be in an acceptable file type such as PDF, MP4 or JPEG. The maximum file size for a submission is 100MB. All supporting documents are to be attached to the submission entry.

Supporting video presentations are encouraged.

Submissions must be received by 5pm AEST on Friday 22 September 2023.

Questions regarding submissions or the submission process can be addressed through the submission website.

NOTE: No hard copy submissions will be accepted. Late and incomplete submissions will not be considered.

## What are the key dates I need to know?

Activity	Date
Submissions open	24 July, 2023
Submissions close	22 September 2023
Eligibility review - <b>Stage 1</b>	22-29 September 2023
Judging period - <b>Stage 2</b>	29 September-6 October 2023
Finalist submissions due	17 November 2023

Judging period - **Stage 3**

17-24 November 2023

Announcement by Minister

27 November 2023

## Who can help me with my submission?

If you require assistance preparing or submitting your submission, please contact the IWN team at:

IWN Contact	Contact details
Jason Cotton, Program Director	<a href="mailto:jason.cotton@iwn.org.au">jason.cotton@iwn.org.au</a>
Elisa Bourke, Deputy Program Director	<a href="mailto:elisa.bourke@iwn.org.au">elisa.bourke@iwn.org.au</a>

## What is the assessment process?

All submissions will be assessed through a common process. Only submissions that are deemed eligible for entry will be considered for further assessment.

All shortlisted submissions will have the opportunity to review the judges Stage 2 feedback and be permitted to address that feedback to strengthen and build on their submission prior to Stage 3 judging. Reviewed short-listed submissions will be due one week before the Stage 3 judging.

Activity	Description
Judging <b>Stage 1</b> - Eligibility review	Submissions will be reviewed by the judging panel to determine eligibility for acceptance into the Challenge. The review will check that the submitting organisation is a Victorian Water Authority, that the submission form has been adequately completed and addresses the submission criteria.
Judging <b>Stage 2</b> – Shortlisting	Eligible submissions will be assessed by the judging panel to determine the degree to which a submission satisfies the assessment criteria. Judges will use the weighted scoring system described in the assessment criteria section of this document to ensure all submissions are judged in a fair and equitable manner.
Judging <b>Stage 3</b> – Final judging	
Endorsement by Water Minister	The judging panel's recommended winners will be submitted to the Victorian Water Minister for endorsement.

# What are the assessment criteria?

## Stage 1 Eligibility review: assessment criteria

Criteria
All the required fields of submission have been completed by applicant
The submission is led by a Victorian Water Corporation
The submission was received before the closing time and date
The submission has been endorsed by an Executive Team member from the submitting water corporation
The submission is focussed on an initiative or project that aims to deliver a positive climate outcome

## Stage 2 Shortlisting: assessment criteria

Criteria	Weighting	Description
<b>AC1.</b> Climate Outcomes	<b>40%</b>	The degree to which the project demonstrates achieving a real and measurable positive climate outcome consistent with the DEECA climate action objectives.
<b>AC2.</b> Sustainability	<b>30%</b>	The degree to which the project outcomes can be maintained or improved in the future and scaled across the water sector in Victoria.
<b>AC3.</b> Capability to deliver the project	<b>20%</b>	The degree to which the applicant can demonstrate their capacity and capability to successfully undertake and deliver the project/activity.
<b>AC4.</b> Risk identification and control	<b>10%</b>	The degree to which the applicant identifies potential risks and adequate actions to remove, reduce or manage those risks.

## Submissions

Submission can be supported by external parties\* but the submission must be led and submitted by a Victorian Water Corporation. Submissions must be made in full and meet the criteria to be evaluated by the judging panel.

Submissions must be endorsed by an Executive representative from within the submitting organisation.

### Part 1 – Submitting Organisation

**Submission title**

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**Submission representative**

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**Organisation**

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**Partnering organisation/s\***

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**Executive endorsement by**

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### Part 2 – Defining the Opportunity

**Q. Describe the problem or opportunity (word limit 250) (This will inform AC1 and AC2)**

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Outline the problem or opportunity you've identified including its impact and scale (ie is it isolated to your organisation or does it impact the entire sector?).

How does the problem or opportunity link to Climate Adaptation or Climate Resilience? (refer to DEECA definitions in FAQ's)

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**Q. Describe the solution (including technical validation) (This will inform AC1 and AC2)**

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Outline, in detail, the solution proposed to solve the identified problem or realise the opportunity. Provide an explanation of how you've validated the potential of the solution. How does the solution deliver a positive Climate impact?

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**Q. Measures of success (word limit 250) (This will inform AC1 and AC2)**

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How will the success of the solution be measured?

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**Q. Partners and Stakeholders (This will inform AC1, AC2, AC3 and AC4)**

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Who are the key stakeholders in the solution? Who will you partner with to deliver the solution? What role will the partners play and are there any wider benefits resulting from these partnerships? Who might be impacted by the solution and how will they be impacted? <sup>1</sup>

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<sup>1</sup> \*Partnering organisations may include Universities, consultancies, suppliers and /or research partners



## Part 2 – Defining the Opportunity

### **Q.What is the potential impact of the solution? (word limit 250) (This will inform AC1 and AC2)**

Detail what the solution will deliver and what impact it will have on delivering the Climate objectives. What quantifiable benefits will it provide to the Victorian water sector and the community? How did you or will you validate these impacts?

### **Q.Timeline (word limit 200) (This will inform AC3)**

Detail the expected timeline of delivering the solution including any key milestones.

### **Q.Budget (word limit 200) (This will inform AC2 and AC3)**

Detail the budget requirements, how the prize money contributes to this budget and, if required, how any additional funding might be sought.

### **Q.Risk & Opportunities evaluation and controls (word limit 250) (This will inform AC4)**

Detail any risks and / or opportunities and the subsequent controls that are needed to be considered for the development and delivery of the solution proposed including Safety, Environment, Quality, Reputation, Financial, People, others

### **Q.Growth path and scalability (This will inform AC1, AC2 and AC3)**

How could you maximise the benefits and impacts of your solution? How can the solution be expanded to other sites or Victorian Water Corporations?

### **Q. Project Delivery (This will inform AC2 and AC3)**

How will you deliver the solution? What do you need to successfully deliver the solution and where are your gaps? What do you need assistance with to fully deliver the solution?

### **Q. Use of Prize Money (This will inform AC3 and AC4)**

Should your submission be chosen as a winner, how will you use the prize money to further develop and implement your solution?



# What other conditions do I need to agree to?

## Payments

Payments will be made to the winners of the Challenge within 30 days of the announcement of the winners.

## Monitoring

Winners of the Challenge are to provide progress reports every 6 months following the receipt of the prize money, including potential site inspections, completion/implementation reports, and benefits and impacts realisation report.

## Privacy

Any personal information about you or a third party in your application will be collected by the [Intelligent Water Networks](#) (IWN) for the purposes of administering your submission and informing the Minister for Water and Members of Parliament of successful applications. Personal information may also be disclosed to external experts, such as members of judging panels, or other related bodies for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed, or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 and other applicable laws.

IWN is committed to protecting the privacy of personal information. You can find the Privacy Policy online at [climateinnovationchallenge.org.au](http://climateinnovationchallenge.org.au)

Requests for access to information about you held by IWN should be sent to the Program Director IWN, Level 2, 466 Little Lonsdale St Melbourne Vic 3000, via email at [enquiries@iwn.org.au](mailto:enquiries@iwn.org.au) or by phone on 0400 118 459.

## Remind me, what do I need to submit?

Read these guidelines before submitting and complete the following checklist.

Have you checked that:

- you've read these guidelines carefully?
- the submission is from or led by a Victorian Water Corporation?
- your solution delivers a positive climate impact?
- you would be able to comply with all relevant laws and regulations in delivery of your solution?
- you've prepared and attached the appropriate supporting documents.